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ANDAMAN AND NICOBAR ADMINISTRATION
Information Technology Section

NOTIFICATION

Port Blair, dated the 9th March, 2011

No. 82/2011/F.No.ADN/SPIU/2-21.— In exercise of the powers conferred under Rule 20 of Delegation of Financial Power Rules 1978 read with rule 206 of General Financial Rules 2005, the Hon'ble Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the procedure for sanction of Grant-in-Aid to Society for Promotion of Vocational and Technical Education (SOVTECH) in the Union Territory of Andaman and Nicobar Islands.

1. Short title and commencement :-

- a) These Rules shall be called the "Society for Promotion of Vocational and Technical Education in A & N Islands, Grant-in-Aid Rules, 2010.
- b) They shall come into force on the date of their publication in the Andaman and Nicobar Gazette.

2. Definition :-

In these Rules, unless the context otherwise requires:

- a) "**Administration**" means the Andaman and Nicobar Administration.
- b) "**Administrator**" means the Administrator of the Union Territory of the Andaman and Nicobar Islands appointed by the President under Article 239 of the constitution.
- c) "**Society**" means the Society for Promotion of Vocational and Technical Education in A & N Islands (SOVTECH) registered under the Societies Registration Act, 1860.
- d) "**Bye-Law**" means the Bye-Law for the Society for Promotion of Vocational and Technical Education in Andaman and Nicobar Islands.
- e) "**Competent Authority**" means the Lieutenant Governor of Andaman and Nicobar Islands.

3. Purpose for which Grant-in-aid may be sanctioned to Society for Promotion of Vocational and Technical Education in Andaman and Nicobar Islands.

- a) The Administrator may sanction to the society in each financial year, grant of such sums of money as he may consider necessary for the efficient performance of its function in accordance with the bye-laws.
- b) Grant-in-aid to Society for Promotion of Vocational and Technical Education may be sanctioned for all or any of the following purposes namely:
 - i) To meet expenses to maintain a certain minimum staff structure and qualifies personnel for the efficient functioning of the centre.
 - ii) To meet expenses to improve effectiveness, expansion of activities and enhanced utility.
 - iii) To meet expenses for temporary association of persons with Society for particular purposes.

- iv) To meet expenses for maintaining the Society's office.
- v) To meet expenses for councils meetings.
- vi) To meet expenses to plan, organize and implement programme for the development of the society and institutions promoted by it.
- vii) To meet expenses for salary, allowances and other remuneration of the employees of the Society.
- viii) To meet expenses for payment of audit fees.
- ix) To meet expenses for personal claims of the officers and employees of the Society.
- x) To meet expenses for "contingent charges" of "contingences" and all incidental and other expenses of the Society.
- xi) To meet expenses for payment of loan and advances to the officers and employees of the Society.
- xii) To meet expenses for payment of provident fund scheme pension, and gratuity scheme and group insurance scheme for the welfare of the officers and employees of the Society.

4. Grant-in-aid

The amount of Grant-in-aid to the Society for Promotion of Vocational and Technical Education may be cent-percent of the estimated plan scheme as prepared by the Society for Promotion of Vocational and Technical Education under the Scheme of Administration and approved by the competent authority for such Grant-in-aid is sought :

Provided that the Administrator may, for financial or other special reasons to be recorded in writing, reduce the percentage of Grant-in-aid or reject and application made under Rule 5.

5. Procedure for making: application for Grant-in-aid

Every application for grant-in-aid shall be submitted to the Secretary (IT) or such other officer as may be directed by the Administrator in Form- 'A' as specified in Schedule-1 of these Rules alongwith following documents:-

- i) A certificate of actual utilization of grants received for the purpose for which it was received with details of assets created in Form GFR- 19.
- ii) The annual report and audited statement of accounts as required.
- iii) The Annual Achievement-cum-Performance report.

6. Procedure for sanction Grant-in-aid

- i) On receipt of an application made under Rule 6 for payment of Grant-in-aid, the Secretary (IT) A & N Administration or such other officers as may be directed by the Administrator shall make such enquiry as he thinks fit to be made into the statement contained in the application and into the utility of the purpose for which grant-in-aid is proposed to be applied for and forward the application alongwith the recommendation to the Administrator who shall be sanctioning authority.
- ii) If it appears to him that the financial assistance is urgently needed for anyone of the purpose indicated in Rule 4 the Administrator may after such enquiry as he seems necessary, accord sanction for grant-in-aid with due regards to the principles of the General Financial Rules, 1963 in respect of Grant-in-aid subject to the conditions herein contained and such further special conditions as may be imposed.

7. Mode of payment and conditions of Grant-in-aid

The amount of grant-in-aid to the Society for Promotion of Vocational and Technical Education may be paid in one installment or more at the discretion of the sanctioning authority subject to the following conditions:

- i) All money received by or tendered to the Society on account of Grant-in-aid shall without undue delay be deposited in the Schedule/Nationalized bank or in such corresponding new banks as may be specified by the Administrator (Explanation – “Corresponding new Bank” has the meaning assigned to it in clause (da) of section 5 of the Banking Regulation Act, 1949).
- ii) Money received as aforesaid shall be utilized to meet expenditure as, authorized in Rule.
- iii) Money received as aforesaid shall not be kept apart from the accounts of the Society.
- iv) The Administrator or any officer duly authorized by him, in this behalf, shall have the right of inspection of records and account of the Society.
- v) The Society shall remain a register of Grant-in-aid in form – ‘B’ specified in Schedule – II appended to these Rules for permanent and semi-permanent assets acquired wholly or mainly out of Grant-in-aid.
- vi) The society for Promotion of Vocational and Technical Education in A & N Islands will maintain separate accounts in respect of grants. The accounts of the grants officers/representatives from the office of the Comptroller and Auditor General of India/UT Administrator at their discretion.
- vii) The society for Promotion of Vocational and Technical Education in A & N Islands will have the accounts of the grants-in-aid audited and shall submit the complete set of copies of the following audited statement of accounts to the UT Administrations by 30th September every year :-
 - a) The receipt and payment statement of accounts in respect of grants-in-aids sanctioned during previous year duly audited and certified by competent auditors.
 - b) The balance sheet.
- viii) The society shall submit performance-cum-achievement reports soon after the end of the financial year.
- ix) The grants should be utilized within one year from the date of sanction and unspent balance(s) if any should be refunded immediately unless the same are permitted to be utilized by the UT Administration.
- x) The society will not divert grants for other purpose other than for which the same has been sanctioned.
- xi) No Assets acquired wholly or substantially from out of the Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned.
- xii) Award of grants should be considered by the UT Administration only on the basis of viable and specific schemes drawn up in sufficient details by the Society. The budget for such schemes should disclose, *inter alia*, the specific quantified and qualitative targets likely to be attained against the outlay. The above details may be submitted by the Society to the Secretary (IT) well in advance to enable him to incorporate the same while formulating the Budget Estimates.
- xiii) The grants-in-aid should not exceed twenty-five percent of approved administrative expenditure on pay and allowances of the personnel of the Society.
- xiv) The Society, if it receives more than fifty per cent of their recurring expenditure on the form of grants-in-aids, should formulate terms and conditions of service of its employees which are, by and large, not higher than those applicable to similar categories of employees in UT Administration.

- xv) The Society should certify that it has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of Government of India or State/UT Government.
- xvi) The society while submitting application for grants should indicate clearly the nature of expenditure (recurring and non-recurring) separately.
- xvii) Before a grant is released, the executive committee of the Society should execute bonds in a prescribed format binding themselves jointly and severally to :-
 - a) abide by the conditions of the grant-in-aid by the target dates, if any, specified therein; and
 - b) not to divert the grants or entrust execution of the scheme or work concerned to another Organization(s) ; and
 - c) abide by any other conditions specified in the agreement governing the grants-in-aid.
- xviii) In addition to the above conditions, the principle laid down in Rules as being prescribed under the General Financial Rules 2005 and the instructions issued by the Government of India from time to time in this regards shall invariably apply.

8. Power to remove difficulties

If any difficulty arises in giving effect to the provision of these Rules the Administrator may, subject to such restrictions and conditions, if any, as he may think to impose, dispense with or relax the provision of any these Rules.

Lt. Gen. (Retd.) Bhopinder Singh
Lieutenant Governor
Andaman and Nicobar Islands.

By order and in the name of the Lt. Governor

Sd./-
Special Secretary (IT)

SCHEDULE – I**Form – ‘A’****(See Rule 5)****APPLICATION FOR GRANT-IN-AID**

1. Name of applicant
2. Purpose for which Grant-in-aid is required
3. Amount of Grant-in-aid applied for
4. Total approved budget allocation
5. Outstanding liability
6. Any other relevant information

Certificate

Certified that the Society for Promotion of Vocational and Technical Education have agreed to abide by all the conditions laid down in the Rules and Instruction issued from time to time by the Government of India and the Andaman and Nicobar Administration. It is also certified that the Utilization Certificate in respect of earlier Grant-in-aid received has already been submitted.

Place :

Date :

SCHEDULE – II**Form – ‘B’****(See Rule 7)****Assets Acquired wholly or substantially out of Government grants****Register maintained by Grantee Institution**

Sl. No.	Name of Grantee Institution	No. and date of sanction	Amount of the sanction	Brief purpose of the grant	Whether any condition regarding the right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction	Particulars of assets actually credited or acquired	Value of the assets as on	Purpose for which utilized at present	Encumbered or not	Reasons if encumbered	Disposed of or not	Reasons and authority, if any for disposal	Amount realized on disposal	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15